



## Junior Achievement of Oklahoma Volunteer Conduct Standards

*Each year Junior Achievement staff shall convey these standards in writing to all volunteers prior to their first visit to the classroom. Staff shall review these standards verbally, as well, with volunteers teaching for the first time.*

Junior Achievement (JA) serves youth. JA volunteers teach valuable lessons in their program delivery and especially in their conduct with students. Adult misconduct with or in the presence of youth carries serious consequences. Because Junior Achievement cares that its volunteers have healthy, appropriate relationships with the youth they serve, it has established the following standards.

1. Young people look to adults for examples of appropriate behavior. JA volunteers must use appropriate language and model honorable behavior, such as respect, integrity, honesty, and excellence. Profanity or sexualized language or jokes, and conduct (including speech) that discriminates against students on the basis of race, gender, sexuality, religion, or other legally-protected classes are inappropriate, regardless of whether it occurs face-to-face, over the Internet, or by any other means. JA strictly forbids violating any state law regarding interactions with youth; for example, providing them alcohol or legal or illegal drugs, or coaxing them into illicit relationships over the Internet or otherwise. Any form of physical or emotional abuse, to include striking, bullying, harassment or other degrading behavior is strictly prohibited.
2. Volunteers should avoid all contact with students beyond a business handshake.
3. Interactions with students must both be appropriate and appear appropriate. It is expected that volunteers' interactions with students are at all times appropriate and professional and are strictly related to the role of business mentor. It is unacceptable to seek or engage in one-to-one meetings or private communications with students at any time.
4. Volunteers are responsible for the quality of interactions. Students often find it difficult to state discomfort or objections. Volunteers must be especially sensitive to physical and verbal cues that youth provide.
5. Volunteers will be presenting, facilitating and discussing various programs, content and ideas with students that are likely owned by JA, its licensors or the students. A primary purpose of the JA programs is to encourage creativity by the students. By working with JA and the students, Volunteer agrees that they do not obtain any intellectual property rights therein, will not seek ownership in or to contest those intellectual property rights, and will not attempt to secure trademark, patent or other intellectual property rights or registrations therein without prior written consent from Junior Achievement USA.

**The aforementioned standards do not represent a comprehensive list.** Other actions not included could result in suspension or dismissal as a volunteer. JA volunteers also must read and comply with JA's Digital Media Policy.

Junior Achievement takes all complaints of misconduct seriously. Credible allegations of misconduct will be promptly reported to the appropriate authorities. During any such investigation, the JA volunteer will not perform services as a JA volunteer. If an investigation determines misconduct occurred, it will result in the immediate and permanent dismissal as a JA volunteer.

Any JA staff member or volunteer who reasonably suspects misconduct must report these suspicions immediately to the appropriate JA staff person within their JA Area.

----- **Sign and return** -----

I have received copies of Junior Achievement's Volunteer Conduct Standards and Digital Media Policy and have read, understand, and will abide by these standards. Please return this form to your JA Area.

By signing this, I hereby certify that I have never been charged with violence, or any type of charge involving a child or young person, or, if I have, that I have fully disclosed in writing the facts regarding such a charge to my local JA Area.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ (please print)

## JA Volunteer Media Release and Consent

Junior Achievement USA and Junior Achievement of \_\_\_\_\_ (collectively “JA”) engage with volunteers (each, a “JA Volunteer”) to deliver educational programs in-person and online. JA Volunteers deliver these programs using content provided by JA (“JA Materials”), but may also create content for use with these programs (“Volunteer Created Materials”). In presenting the JA Materials or the Volunteer Created Materials, the Likeness (defined below) of the JA Volunteer may be captured and reproduced. This JA Volunteer Media Release and Consent (this “Agreement”) (1) authorizes JA to use the Likeness of the JA Volunteer, (2) clarifies the ownership of JA Materials and Volunteer Created Materials, and (3) grants JA a license to use the Volunteer Created Materials as described below. For good and valuable consideration, including the opportunity to serve as a JA Volunteer, I agree as follows:

### JA Materials

- I understand that JA is the sole and exclusive owner of all right, title, and interest in and to all JA Materials, any media embodying the JA Materials, and any derivatives of the JA Materials. If it is ever determined that I own any rights in the JA Materials contrary to what I have represented herein, I hereby irrevocably assign, transfer and otherwise convey to JA all right, title, and interest in the JA Materials.

### Volunteer Created Materials

- I grant JA, a perpetual, irrevocable, sublicensable, and royalty-free right to copy, distribute, publicly display, publicly perform, create derivative works, edit, enhance, publish and use the Volunteer Created Materials in any medium and in any manner throughout the world, for any purpose. JA is not obligated to use the Volunteer Created Materials in any way.
- I represent and warrant that all Volunteer Created Materials furnished by me are free of third-party content or materials, unless I have express written permission from all rightsholders, including the right to license such content to JA hereunder. I confirm that such Volunteer Created Materials do not infringe upon any copyright, trademark, trade dress, rights of privacy or publicity, patent rights or third-party contract rights and do not contain libelous or scandalous matter.

### My Likeness

- JA may use my name, voice, image, picture, silhouette, and other aspects of my likeness (“Likeness”) in any recording, video, still-image, photograph, or other form of media without restriction, in connection with its use of JA Materials, Volunteer Created Materials, and JA programs, or for any purpose related generally to JA, including commercially and in connection with the creation and use of promotional materials, advertising, and publicity. I waive any right of inspection or approval of the use of my Likeness.

I will not sue, dispute, challenge, or institute proceedings against JA for using the Volunteer Created Materials or my Likeness and I hereby waive all legal and equitable rights I may have as well as all claims, damages and expenses arising directly or indirectly from the same. I agree to indemnify, defend and hold JA harmless from any and all actions, damages and liabilities (including attorneys’ fees and costs) that may arise by or in connection with a breach of my representations herein. I am under no obligation to sign this Agreement but do so voluntarily understanding that this Agreement is binding on, and shall benefit, JA, me and our respective (as applicable) heirs, devisees, legatees, representatives, guardians, conservators, administrators, successors, assigns, agents, transferees, and estates.

\_\_\_\_\_  
Volunteer’s Name (Print)

\_\_\_\_\_  
Volunteer’s Signature

Date: \_\_\_\_\_